



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

2010-2011 SES Provider Application
Questions and Answers #8
February 12, 2010

Question #1

Your application states no hand delivery by the due date. May we Fed Ex it?

Answer #1

Yes, applicants may mail their applications using any mail service provider they choose.

Question #2

Part 2, Section I, #1

- A) Is there a minimum number of students you need to service in Indianapolis to be considered established?
- B) Can you include info from other states, if that's where the majority of your service was provided?

Answer #2

- A) There is no minimum number of students that must be served in order for an organization to be considered established (although applicants will want to ensure they have served enough students that the data submitted regarding student academic achievement results will be sufficient). In addition, applicants are not required to have served students in Indianapolis (many applicants may have served students in other cities or other states).

The key to determining whether an organization is established or new is the length of time the organization has been providing tutoring or academic assistance to students. Organizations that have provided tutoring to students for a few years or more would be considered established because they have a program that has provided assistance to students over time and would have data to demonstrate their program's impact on student academic achievement. On the other hand, organizations that have never provided tutoring to students would be considered new and organizations that have provided tutoring to students for 1 year or less would most likely be considered new organizations/programs (particularly if they have not served students long enough to have data regarding student achievement).

- B) Applicants from across the country are welcome to apply to become approved SES Providers in Indiana. Therefore, it is perfectly fine to submit data from programming that was provided in other states and cities.

Question #3

Part 2, Section II, #2

If we're providing service for K-8th grade, do we need to provide sample curriculum materials per grade level?

Answer #3

This question asks applicants to name and describe the curriculum materials the applicant will use. It is fine to share in the description the specific grade spans the curriculum covers but applicants do not need to provide examples of curriculum items per each grade level unless the curriculum materials used for each grade level differ. For example, if an applicant plans to serve grades K-8 and will use ABC Reading and Math Tools curriculum for grades K-8, the applicant would list the curriculum materials that will be used, share that these materials will be used for grades K-8 and describe the content of the materials. However, if the applicant planned to serve grades K-8, will use ABC Reading and Math Tools curriculum for K-4 and XYZ Reading and Math Boosters curriculum for 5-8, the applicant would need to list the curriculum materials for each type of curriculum, share which materials will be used with which grade levels, and describe the content of each curriculum set.

Question #4

Part 2, Sect. IV, #1

Do you provide a sample of assessments (K - 8), if those are the grades you plan to service?

Answer #4

This question is asking applicants to name and describe the assessment tool(s) the applicant intends to use. In addition, applicants are asked to describe why the assessment tool(s) was selected and provide evidence the assessment tool(s) is an appropriate and valid measure of the applicant's program. It is fine to share in the description the specific grade levels the assessment tool(s) covers but applicants do not need to provide samples of the assessment tool(s) per each grade level unless the assessment tool(s) used for each grade level is different. For example, if an applicant plans to serve grades K-8 and will use ABC Assessment for grades K-8, the applicant would name the assessment, describe the content of the assessment tool, describe why the assessment tool was selected, and provide evidence the assessment tool is an appropriate and valid measure of the applicant's program. However, if the applicant

planned to serve grades K-8, will use ABC Assessment for K-4 and XYZ Assessment for 5-8, the applicant would need to name both assessments, describe the content of both assessment tools, describe why the assessment tools were selected and provide evidence the assessment tools are an appropriate and valid measure of the applicant's program.

Question #5

I created my corporation in January of 2009 with the idea of providing tutoring services. We did not submit our application in 2009 for the 2009-2010 school year. So, our corporation essentially did nothing for a year while waiting on the new application window to open.

Would I apply as a new or as an established organization?

Answer #5

Since it sounds like the organization has not provided any services to students, the organization would apply as a new organization and explain that although the organization was established over a year ago the organization has never provided tutoring to students.

Question #6

Part Two Section II Question #5 asks for a detailed description of a typical tutoring session and a sample lesson plan. Can the lesson plans be placed in the appendix with a reference to them in the description of the session or do the sample plans have to be in the Section itself?

Answer #6

Applicants may feel free to place the lesson plan(s) in the appendix and reference the plan(s) in the narrative response to Question #5. However, applicants should still provide a description of a typical tutoring session and describe key components of the lesson plan as it would not be sufficient for the response to simply refer reviewers to the appendix.

Question #7

Part Two Section II Question #2 asks for the methodology used when assessing students. I think this means to describe the assessment and give research on why it is effective. Is this correct?

Answer #7

Part Two Section II Question #2 asks applicants to share the methodology that was used to collect the evidence demonstrating the applicant's program has been shown to improve student academic achievement. This question is not asking applicants to share

why their assessment is effective but rather it is asking applicants to share the measures (procedures and principles inquiry) and analysis used to collect the evidence related to student achievement that demonstrates the effectiveness of the applicant's program.

Question #8

I went to the SES Policies and Procedures handbook but it does not have a link to Subpart G: Appendices. Where can I review this information?

Answer #8

Subpart G is the Appendix of IDOE's SES Policies and Procedures (<http://mustang.doe.state.in.us/dg/ses/pdf/09Policies/2009-07-27-SES-PoliciesProcedures.pdf>). Subpart G is found on page 62 of the policy document. If you open the document electronically by clicking on the link above, you may open/access any of the appendix items on page 62 by clicking on them.

Question #9

Are we allowed to retype Part I of the application using double-space and 12-point?

Answer #9

Applicants may retype Part One of the application using 12-point font, however, many applicants may prefer to simply copy and paste Part One of the application, using 12-point font, into a separate word document and fill in the information requested using this copy of the original formatting.